

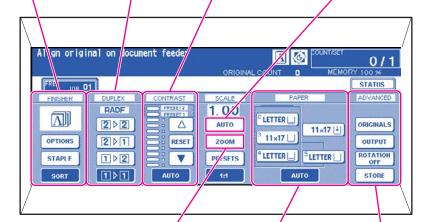
Chooses finishing options, such as stapling, folding, and punching.

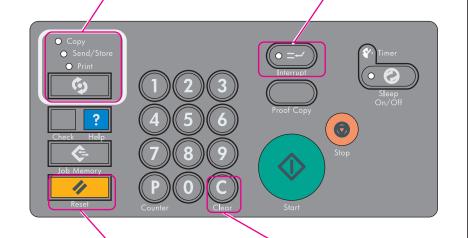
Lightens or darkens the output image.

Chooses duplexing options.

Reduces or enlarges the image to fit selected paper.

Moves between the different user interface screens. Stops the job in progress and copies from the scanning glass.





Manually reduces or enlarges the output image.

Overrides automatic tray selection, by selecting tray or paper size.

Selects advanced features about the output and special features about the original document, such as photo, text, or mixed originals.

Resets all the areas to the defaults.

Resets the copy quantity to the default.

for more help see quick reference guide



visit www.hp.com

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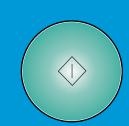
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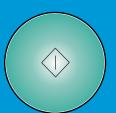
enlarging and reducing

- 1. Touch **ZOOM** on the touch screen.
- 2. Use the numbers or arrows on the pop-up menu to set the desired ratio.
- 3. Place the original document in the automatic document feeder (ADF) or on the scanning glass.
- 4. Press Start.



making a copy with mixed originals

- 1. Place the original document face up and in order, in the automatic document feeder (ADF), aligned with the left rear of the tray.
- 2. Adjust the paper guides to the largest original pages.
- 3. Touch ORIGINALS on the main screen.
- 4. Under SPECIAL ORIG, touch MIXED ORIGINAL.
- 5. Touch OK.
- 6. On the touch screen, select one of the following:
- Under PAPER, touch AUTO to copy each original size to a matching copy size.
- Under SCALE, touch AUTO to copy all originals to the same paper size, with a ratio selected automatically.
- 7. Press Start.



making a duplexed and stapled copy

- 1. On the touch screen, select one of the following:
- 1 2 if the original document is printed on one side.
- 2 > 2 if the original document is printed on both sides.
- 2. Touch OPTIONS.
- 3. Select the appropriate staple option.
- 4. Touch OK.
- 5. Touch ORIGINALS.
- 6. Select the appropriate original orientation.
- 7. Touch OK.
- 8. Select the number of copies.
- 9. Place the original document in the automatic document feeder (ADF) tray.
- 10. Press Start.

